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26 February 1953

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MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

ITEMS OF ADMINISTRATIVE INTEREST

1. Personnel-

a. The official machine run copy of the new [] T/O was sent to the area on 25 February 1953. Mr. [] agreed that if after slotting has been completed there were any critical vacancies that could not be filled from applications currently on hand he would request the Personnel Section to seek the assistance of the Personnel Procurement Division, Office of Personnel in filling these vacancies.

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2. Services and Supply-

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b. Travel arrangements were completed for three instructors and five students in connection with activation [] Expenses involved will be borne by Office of Training.

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c. Reconstruction of training-aids shop on first floor, R&S Building will not be completed on schedule; consequently, the move to this area has been postponed. March 9 is the target date for move.

d. New parking permits were issued to authorized holders in connection with Agency reallocation of permits. No new assignments among Office of Training personnel were made at this time. Reallocation of permits within OTR is planned during the first week of April, 1953.

e. Installation of one special "trunk-to-dial station" tie line between [] and Washington is in its final stages. The line is expected to be placed in service momentarily.

3. Budget and Fiscal-

a. A review of Office of Training budget estimates has been made; the review was submitted to Comptroller's Office as requested.

25 YEAR RE-REVIEW

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b. The audit on Project  has been completed. A report will be submitted.

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Administrative Officer, OTR

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